



# Secretary of State's California Business Connect Project Confidential Site Tour Introduction

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October 2012

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# Section 1.0 Introduction and Overview of Requirements

- 1.3 Procurement Official - Sole point of contact for RFP SOS 0890-047
- 1.4 Bidders' Library –  
<http://www.sos.ca.gov/business/cbc/>

# Section 1.0 Introduction and Overview of Requirements continued

## 1.5 Key Action Dates:

	ACTION	DATE/TIME
1	Release of RFP	8/29/2012
2	Last day to submit Exhibit 1.1 - Letter of Intention to Bid and Exhibit 5.3 - Confidentiality Statement	9/13/2012
3	Confidential Discussions with Individual Bidders and Site Tour	9/24/2012 – 10/10/2012
4	Last day to submit final questions for clarification of RFP prior to Confidential Discussions	10/12/2012
5	Confidential Discussions with Individual Bidders prior to submittal of Draft Proposals	10/29/2012 – 11/9/2012
6	Last day to submit questions for clarification or request changes to the RFP requirements (including Appendix A – State Contract) prior to submittal of Draft Proposals*	11/16/2012
7	Submission of Draft Proposal	1/10/2013 1:00 PM PST
8	Confidential Discussions with Individual Bidders concerning Draft Proposals	3/4/2013 – 3/22/2013
9	Last day to submit final questions for clarification or request changes to RFP prior to submittal of Final Proposals*	4/4/2013
10	Last day to protest the RFP requirements*	5/16/2013
11	Submission of Final Proposals	6/6/2013 1:00 PM PDT
12	Cost Opening**	8/30/2013
13	Notification of Intent to Award**	9/9/2013
14	Last Day to Protest Selection**	9/12/2013
15	Contract Award **	12/4/2013
	Additional action dates may be inserted as necessary.	
	* Or five (5) business days following the issue date of the last Addendum that changes the requirements of the RFP. See Section 2.2.4 – Questions Regarding the RFP.	
	** All dates after Submission of Final Proposals are approximate and may be adjusted as conditions indicate, without addendum to this RFP.	

# Section 2.0 Rules Governing Competition

## ■ 2.2 Bidding Requirements and Conditions

Questions Regarding the RFP

Addenda

## ■ 2.3 Bidding Steps

Delivery of Bids

Draft Bid

Evaluation of Draft Proposal

Confidential Discussions

Final Proposals

## ■ 2.6 Other Information

Requirements Protest

Alternative Protest Process

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# Section 3.0 Current Environment

- 3.1 Overview
- 3.2 Current Operations
- 3.3 Workload Data
- 3.4 Current Technology Systems
- 3.5 Facilities
- 3.6 Computer Training Lab

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# Section 4.0 Proposed System

- 4.1 Functionality
- 4.2 Training
- 4.3 Transition Strategy for Rollout Production

Bidders are reminded that Section 4 is a vision of the Proposed System not requirements.

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# Section 5.0 Administrative Requirements

- 5.3 Disabled Veteran Business Enterprise (DVBE) Participation
- 5.6.2 Irrevocable Letter of Credit – Error in Requirement A10 related to “FDIC-insured financial institution or equivalent” will be corrected in a future addendum.
- 5.8.3 Bidder Qualifications and References
- 5.8.4 Proposed Key Staff Qualification Requirements

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# Section 6.0 Business and Technical Requirements

- 6.1 Project Management and Plans
- 6.2 Mandatory Business and Technical Requirements (also see Appendix F)



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## Section 7.0 Cost

- Carefully review and complete all Cost Tables

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# Section 8.0 Proposal and Bid Format

- Describes the Draft and Final Proposal Format and Content

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# Section 9.0 Evaluation

- Details how the state Evaluation Team will evaluate the Draft and Final Proposal

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# Appendix A: State Contract

- Standard Agreement Form STD. 213IT
- Attachment 1 – IT General Provisions  
Modified for the Secretary of State California  
Business Connect Project Only

# Appendix A: State Contract continued.

- Attachment 2 – Statement of Work (includes)
  - Exhibit 1 – Sample Work Authorization
  - Exhibit 2 – Tasks and Deliverables
  - Exhibit 3 – Deliverable Expectation Document Template
  - Exhibit 4 - Equipment Maintenance and Operations Services and Help Desk Service Levels for the California Business Connect System
  - Exhibit 5 – Software Maintenance and Operations Services and Help Desk Service Levels for the California Business Connect System

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# Other Appendices

- Appendix B – Glossary of Terms
- Appendix C – Applications Systems Matrix
- Appendix D – Current Interfaces
- Appendix E – Workload, Metrics, and Volumes
- Appendix F – Mandatory Business and Technical Requirements Workbooks
- Appendix G – Acronym List

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# Purpose – Basic Understanding

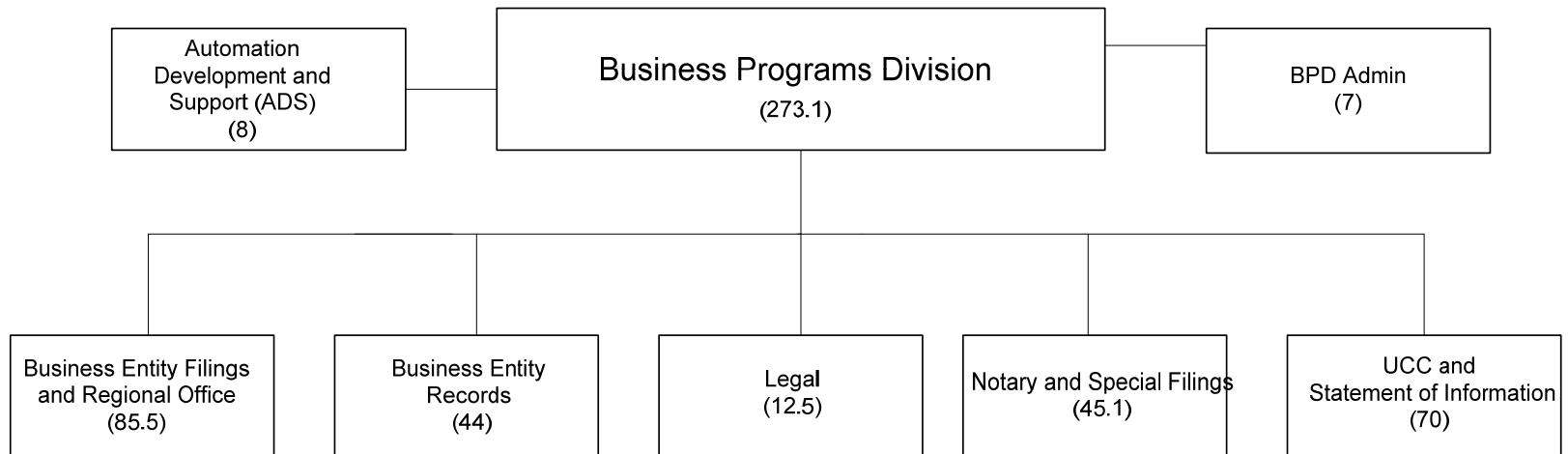
- Business Programs Division Organizational Structure
- Business Programs Division Mission
- Vision for California Business Connect
- Business Programs Division Filing Volumes
- Key Definitions
- Current High Level Processes
- Priorities

Note:

The Feasibility Study Report, Request for Proposal, Bidders' Library and Business Programs Division website are excellent references

# Business Programs Division

## Current Organizational Structure



As of September 1, 2012



# Business Programs Division Mission

- Support businesses in California by:
  - ❑ Registering and authenticating business entities
  - ❑ Keeping the public record of businesses' key officers and contact information (Statements of Information)
  - ❑ Enabling banks and lenders to protect their financial interests in personal property
  - ❑ Registering trademarks and service marks
- Protect individual rights by:
  - ❑ Registering domestic partners
  - ❑ Registering advance health care directives

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# California Business Connect Vision

- One Integrated Electronic System for data and images
  - Business Entities, Uniform Commercial Code/Tax Liens, and Special Filings
- Online Filings
- Online Orders
- Upfront scanning of paper submissions for electronic workflow
- Process payments at time of submission
- Automatically capture and store appropriate fiscal detail
- As much customer-entered data as possible while maintaining data integrity

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# California Business Connect Vision, Continued

- Audit Trails
- Automated electronic responses and notices
- "24/7" system availability
- Disaster recovery capabilities
- Real time data and images of filings
- Conversion of electronic data and images
- Ability to generate useful and reliable management reports

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# Very High Level

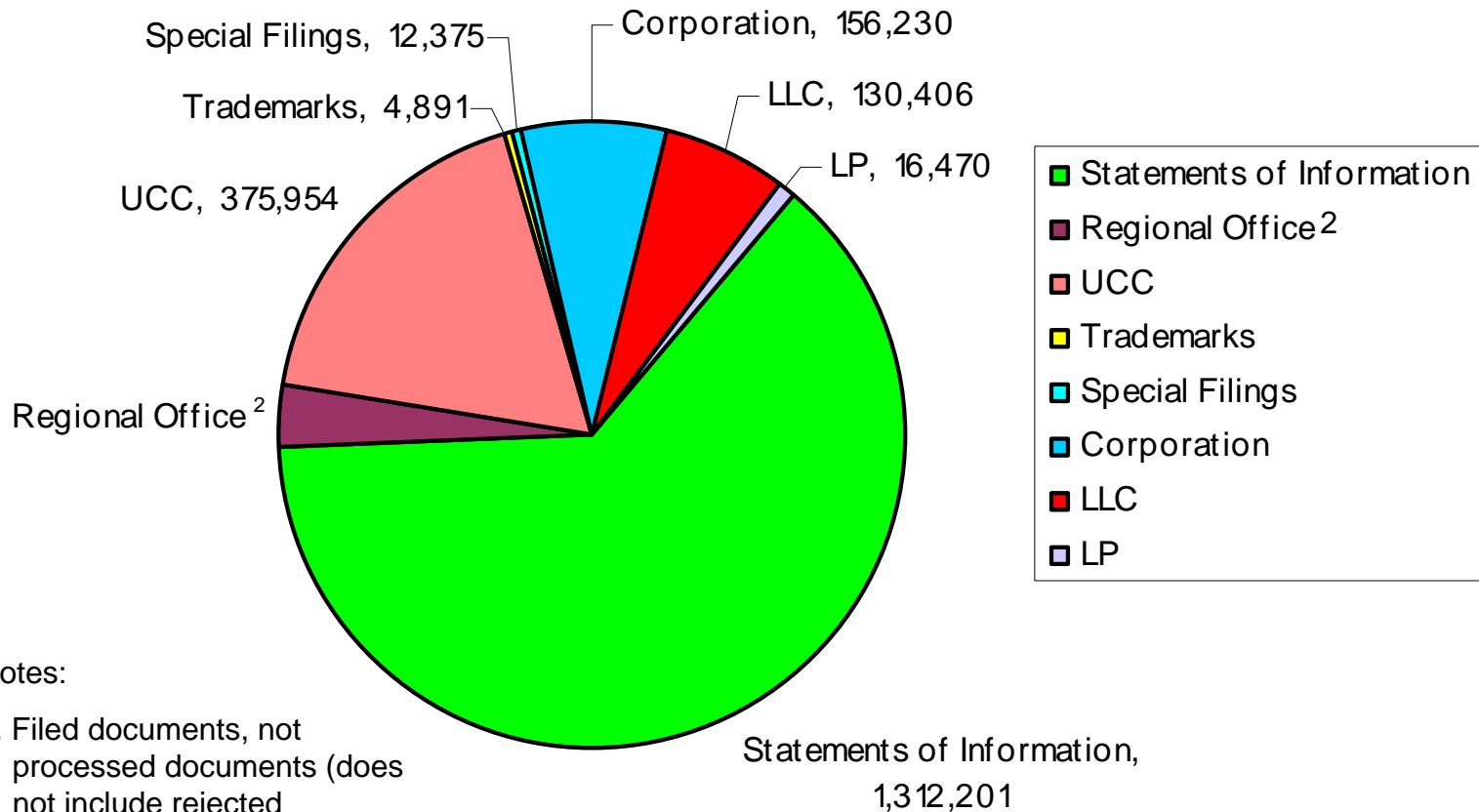
- Submitted documents are reviewed for statutory compliance - This process is known as "the filing process"
- Records are created and maintained (data/images)
- Information is available to California businesses, government agencies and other customers for review and/or purchase upon request ("Order")

# ...using Current Technology Systems

- 2 separately developed mainframe legacy IT systems (developed in 1980's)
  - Undocumented ad hoc changes over past 25 years
- Variety of technology
  - 23 different applications across 8 different types of operating systems;
  - 8 different types of databases;
  - 14 different types of programming languages;
  - Numerous Excel spreadsheets; and
  - 3x5 index cards
- Antiquated hardware and software
- Significant and irreparable defects in current systems

# BPD Filings<sup>1</sup>

## FY 2008-2009



### Notes:

1. Filed documents, not processed documents (does not include rejected documents)
2. Regional office: Input and Output, but no processing

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# Key Definitions

## "Document"

- Anything introduced into the system
  - ❑ Items in a customer's submission
  - ❑ Items generated by SOS staff
  - ❑ Items generated as a result of an “event” trigger
- Any electronic image
  - ❑ Scanned documents
  - ❑ System generated image

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## "Filing"

A document that has been made of record with the California Secretary of State.

## "Record"

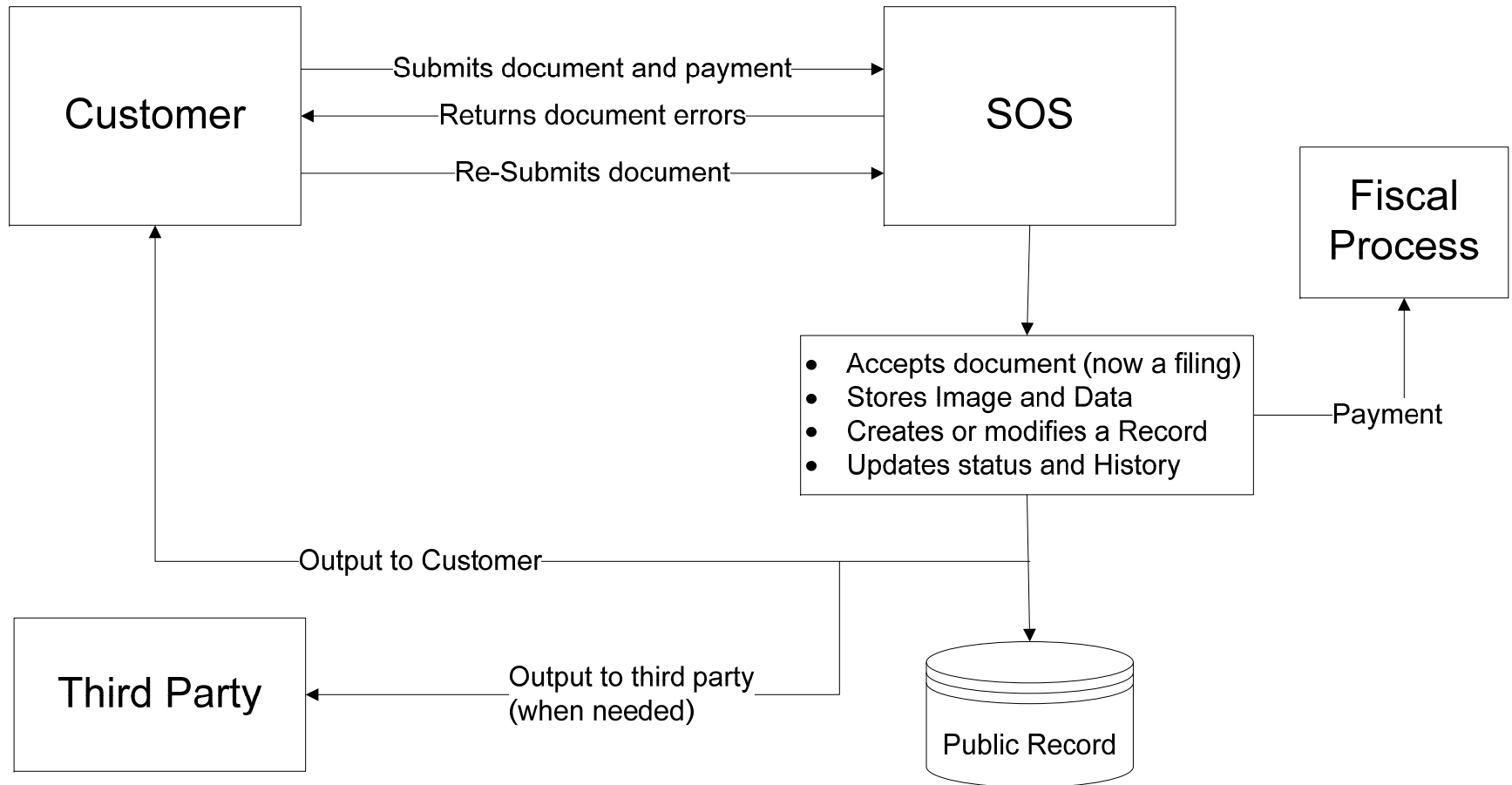
All filings, transaction history and statuses including associated data and images of filings specific to an individual, entity, lien, or trademark.

## "Order"

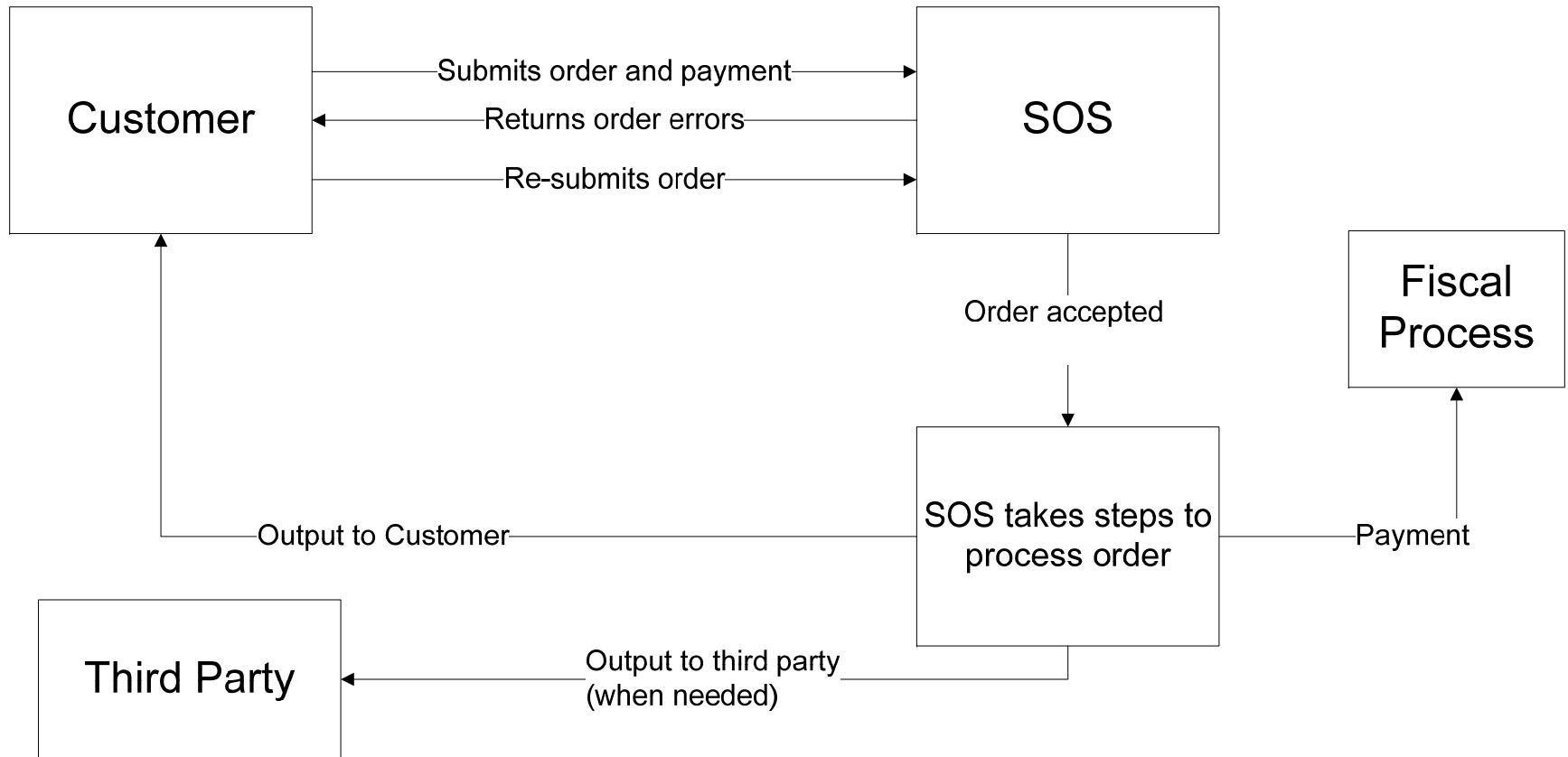
A request by a customer for copies, certificates, status, name availability and other information.



# Current Filing Process



# Current Order Process



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# Priorities

- Business Entities and Statements of Information
- Trademarks and other Special Filings
- Uniform Commercial Code / Tax Liens

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# RFP Questions?

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